



TOWN OF
AMHERST
MASSACHUSETTS

Office of the Town Manager
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To: Town Council
Town Clerk

Fr: Paul Bockelman, Town Manager

Dt: June 10, 2020

Re: Elementary School Building Committee Appointment

Appointment

With this memo, I refer to the Town Council and simultaneously file with the Town Clerk, the following names of the people I desire to appoint as members of the Elementary School Building Committee in accordance with Section 2.11(b) of the Amherst Home Rule Charter:

Appointments for terms that last the length of the MSBA process:

Town Manager	Paul Bockelman
Superintendent of Schools	Michael Morris
Fort River School Principal or Vice Principal	Diane Chamberlain
Wildwood School Principal or Vice Principal	Allison Estes
Building Maintenance official	Rupert Roy-Clark
Finance Director	Sean Mangano
MCPPO certified staff member	Anthony Delaney

These appointments will be forthcoming:

- Town Councilor who is a Finance Committee member;
- Town Councilor;
- School Committee member.

These appointments will be forthcoming after additional outreach (preference will be given to parents/guardians of young children who may be in the elementary schools in five years):

- Resident with experience in energy efficient public architecture, engineering, or construction;
- Teacher or resident with knowledge of current educational mission and function of current facilities;
- Resident with experience in effective community outreach.

Charge

The charge for the Elementary School Building Committee is attached. Committee appointments must meet basic criteria established by the Massachusetts School Building Authority (MSBA). With the addition of the appointment of a member of the School Committee (which I anticipate soon) the appointments presented in this memo fulfill all requirements set by the MSBA.

In addition to those basic requirements, I have included five additional members: a member of the Town Council; a member of the Town Council who serves on the Finance Committee; a resident with experience in energy efficient public architecture, engineering, or construction; a teacher or resident with knowledge of current educational mission and function of current facilities; a resident with experience in effective community outreach.

The Town Council President is soliciting members of the Town Council to determine who is interested in serving on this committee.

I will be doing additional outreach for the three other members of the committee in an effort to ensure the committee broadly represents the community.

Profiles

- Paul Bockelman has been the Town Manager of Amherst since 2016. Prior to that he was the Director of Administration and Finance for the Massachusetts Municipal Association and the Town Administrator in the Town of Manchester-by-the-Sea. He also served as an elected member of the Somerville School Committee for ten years.
- Michael Morris is the Superintendent of Schools and has worked in the school district for nineteen years, beginning as a 5th and 6th grade teacher at Fort River Elementary School. He then became the principal of Crocker Farm Elementary School before being appointed Director of Evaluation and Assessment and then Assistant Superintendent. Prior to his appointment as Superintendent in October 2017, he served as Interim Superintendent.
- Diane Chamberlain has been the Principal of the Fort River School since 2016 where she also served as Assistant Principal. Diane also worked at Amherst Regional High School, Amherst Regional Middle School, and was the Coordinator of the South Amherst Campus.
- Allison Estes has been the Assistant Principal of the Wildwood School since 2018. Allison was a fifth-grade teacher at Wildwood, and before that spent 16 years as a special-education teacher in Plymouth, New Hampshire. She has earned two master's degrees in education.
- Rupert Roy-Clark is the Facilities and Custodial Supervisor for the Schools. Previously he worked at the University of Massachusetts at Amherst as a Commissioning Engineer. He has a Master's in Engineering Management and is a Certified Educational Facility Professional.
- Sean Mangano is the Finance Director for the Town. Previously, Sean served the Amherst Pelham Regional School District for nearly a decade in progressively more responsible positions. He began his career as a Budget Analyst, was promoted to Accountant, and then elevated to the Director of Finance for the District.
- Anthony Delaney has been the Procurement Officer for the Town since 2017. Prior to his service with the Town, Anthony served in the Operational Services Division of the Commonwealth of Massachusetts where he worked as a Strategic Sourcing Lead managing statewide purchasing contracts for information technology and office products.

Background Information

Below is the relevant section of the Charter for your review.

Section 2.11(b) of the Charter states:

Members of Multiple-Member Bodies: The Town Manager shall refer to the Town Council and simultaneously file with the Town Clerk, the name of each person the Town Manager desires to appoint as a member of a multiple-member body. Appointment of a member of a multiple-member body made by the Town Manager shall become effective on the 30th day after the date on which notice of the proposed appointment was filed with the Town Clerk unless approved or rejected by a majority of the full Town Council within the 30 days.

Committee Charge

Name:	Elementary School Building Committee (ESBC)
Type:	Time-limited
Legal Reference:	963 CMR 2.10(c)
Appointing Authority:	Town Manager per Home Rule Charter Section 3.3(c) and 2.11(b)
Number of Voting Members:	13
Number of Non-Voting Members:	None
Term of Appointment:	The length of the MSBA process, estimated to be 5-7 years
Special Municipal Employees:	Yes
Staff Support:	As assigned by the Town Manager

Composition:

- Town Manager
- Superintendent of Schools
- Fort River School Principal or Vice Principal
- Wildwood School Principal or Vice Principal
- Building Maintenance official
- Finance Director
- MCPPO certified staff member
- Town Councilor who is a Finance Committee member
- Town Councilor
- School Committee member
- Resident with experience in energy efficient public architecture, engineering, or construction;
- Teacher or resident with knowledge of current educational mission and function of current facilities;
- Resident with experience in effective community outreach.

Note: Preference will be given to parents/guardians of young children who may be in the elementary schools in five years.

All members need to maintain regular attendance at posted ESBC meetings, tentatively scheduled from 7:30-9:30 AM, one to two times per month. Members who miss three meetings in a row or attend infrequently may be replaced by the Town Manager in the same manner as initial appointments. The Town Manager shall notify the MSBA in writing within 20 calendar days of any changes to the membership or duties.

Some ESBC members will be required to attend MSBA “best practices” information sessions at varying geographic locations in the Commonwealth for the purposes of keeping school building committees up to date on regulatory and policy activities of the MSBA.

Purpose:

To comply with MSBA regulations in generally monitoring the Application process and to advise the Town Manager during the construction of an Approved Project.

The ESBC will work with consultants to develop certain MSBA required plans for the project and will vote to authorize the OPM to submit those plans to the MSBA for approval. Other elements of the project are under the purview of other bodies. For example, the School Committee votes on the Design and Educational Program and on the Budget Statement for Educational Objectives.

Charge:

During the 270 day Eligibility Period, the ESCB shall:

- Learn the MSBA process
- Learn the history of the previous MSBA submission
- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage stakeholders throughout the entire application and construction process
- Support the appropriation and authorization of the full amount of a feasibility study's cost

If the MSBA invites the Town into the Feasibility Study phase, the ECSB shall also:

- Form the Owner's Project Manager (OPM) Selection Committee
- Work with the selected OPM to monitor the Feasibility Study and offer feedback, thoughts and guidance in their development of the Preliminary Design Program (PDP) and Preferred Schematic Report (PSR). The PDP must include the process of collaboration, outcomes, and documentation of support among the stakeholders.
- Vote to authorize the OPM to submit the PDP and PSR documents to the MSBA
- Continue to monitor the application process, including updated work plans
- Vote to authorize the OPM to submit the Schematic Design (SD) documents to the MSBA

Reports:

The ESBC shall provide quarterly updates of ESBC activities to the Town Council and School Committee. Town Council and School Committee meeting agendas may also include verbal ESBC presentations.

Charge Adopted: June 10, 2020

Charge Revised:

SME Status Voted: